

State of Nebraska Combined Campaign

Steps to Entering a Pledge

United Way of Lincoln and Lancaster County
238 S. 13th Street, Lincoln, NE 68508
402.441.7700
Unitedwaylincoln.org | info@unitedwaylincoln.org



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Need Help?

e-Pledge Manager

Your e-Pledge Support Manager is your point of contact for any questions or concerns specifically related to the electronic pledge process. They will help you set up your e-Pledge Campaign website, review the available reporting tools, assist with related communications and resolve any issues using e-Pledge throughout the campaign. Any other campaign-related questions that do not involve e-Pledge should be directed to the Campaign Account Manager.

Name of your e-Pledge Support Manager	Michelle Campbell
Telephone Number	(402) 441-7173
E-mail address	mcampbell@unitedwaylincoln.org

Data Support Manager

Your Data Support Manager specifically handles the employee data file that you send us before the campaign and the payroll file that we deliver to you after the campaign. He is available to answer questions about the file specifications or address specific concerns about the timeline involved in processing these files. Any other e-Pledge-related questions that do not involve these data files should be directed to the e-Pledge Support Manager.

Name of your Data Support Manager	Michelle Campbell
Telephone Number	(402) 441-7173
E-mail address	mcampbell@unitedwaylincoln.org

Access and Login

You will receive an e-mail prior to your campaign that includes your user id, password, and a link to the e-Pledge website. Follow the link: <https://epledge.unitedwaylincoln.org/crm/Start.jsp>, and you will be directed to the login page.

Welcome to the United Way e-Pledge Site

User ID:

Password:

User ID and Password are case sensitive.

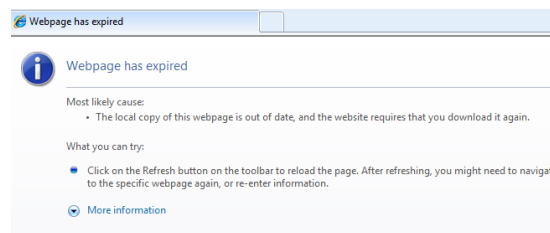
Login Forgot user ID or password?

User ID's are assigned according to the first letter of your first name and your full last name with the first two letters capitalized. (i.e. MCampbell) If there is another donor with the same name criteria, the system will add a number at the end. (i.e. MCampbell) You are assigned a randomly generated, 10-digit password, all CAPS.

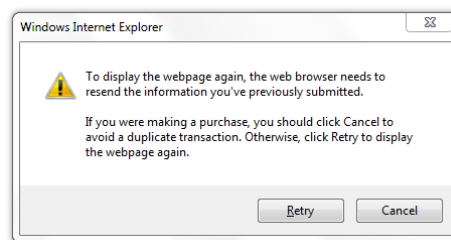
Note: Your User ID and Password are case sensitive.

Security Warnings

Do not use internet browser 'back' or 'forward' buttons, they will cause the e-Pledge site to expire. Please use the e-Pledge navigation buttons at the bottom of each page. If you accidentally use the Internet browser's back button you will receive the Security Alert below:



Select the **Refresh** button on your browser or **F5**. This will allow you to re-enter the pledge process at the point that you left without losing any data that you entered. **Please Note:** This will only work if the "webpage has expired" verbiage is displayed. If this error occurs while making a pledge, hit cancel to avoid duplicate transactions.



If your computer goes an extended period of time without activity, your session will expire. You will be automatically logged out and any data **Error** previously entered will not be saved. A message like this will appear.

Sorry, there was an error processing your request.
You have been logged out.

Details

Error Code: 500
Exception Type: class java.lang.NullPointerException
Andar360Log errorID: 1

My Profile Page


Name changes - Email Michelle Campbell at mcampbell@unitedwaylincoln.org.

Select either **'Home'** or **'Po Box'** for your **Preferred option** for your address.

Select either **'Work'** or **'Home'** for your **Preferred option** for your phone number.

Profile (Optional)- Name change not allowed. To update your name, please contact Michelle Campbell

mcampbell@unitedwaylincoln.org

*Name	Prefix:	*First:	Middle:	*Last:	Suffix:
		State		Demo Donor	
Preferred Email Address:	sborecky@unitedwaylincoln.org				
Home Address <input checked="" type="radio"/> Preferred	Address Line 1: Address Line 2: City: State: Zip Code: Nebraska Country: United States of America				
PO Box <input type="radio"/> Preferred	Address Line 1: Address Line 2: City: State: Zip Code: Nebraska Country: United States of America				
Work Phone <input checked="" type="radio"/> Preferred	Area:	Number:	Ext:		
	0	0	0		
Home Phone <input type="radio"/> Preferred	Area:	Number:	Ext:		
	0	0	0		
Employer:	State of Nebraska				
Employee ID:	****				
User ID:	state				
Password:	***** 				

Birthdate -	
MM/DD/YYYY	
(\$500 gift and birthdate required to be recognized as an Emerging Leader)	


Save
Cancel

Steps to Enter a Pledge


You can begin the pledge process by selecting the 'Pledge Now' menu item to the left and you will see the screen below.



Community
Services Fund
of Nebraska



LIVE UNITED
United Way



COMMUNITY
HEALTH CHARITIESSM
NEBRASKA

Select Pledge Type

Enter Pledge Amount

Designations

Preferences

Verification

Finished



Pulling Together
to give the
Good Life

Pledge Now

Home

My Profile

Federations

Leadership Giving

Contact Us

Campaign Questions

2016 Charity Listing

Log Out

Welcome
Michelle Campbell

e-Pledge Administrator

Change Organizations

Your gift last year was \$1,046.93

☒ Payroll Deduction

☐ Cash - Give to your HR Contact

☐ Check - Give to your HR Contact

☐ One Time Credit Card Charged Now

☐ I do not wish to pledge at this time.

Next

Cancel

PLEDGE NOW
OPTION

Technical Support: Michelle Campbell mcampbell@unitedwaylincoln.org 402.441.7173

State of Nebraska Campaign Manager: Stacey Dvorak stacey.dvorak@nebraska.gov 402.471.4112

[Privacy Policy](#)

United Way of Lincoln and Lancaster County | 238 S 13th St, Lincoln, NE 68508 | 402.441.7700

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STEP 1: Select a Pledge Type

Select a pledge type and select 'Next'.

The screenshot shows a progress bar at the top with six steps: 'Select Pledge Type' (highlighted in red), 'Enter Pledge Amount', 'Designations', 'Preferences', 'Verification', and 'Finished'. Below the progress bar, the text reads 'Your gift last year was \$1,046.93'. There are four radio button options: 'Payroll Deduction' (selected), 'Cash - Give to your HR Contact', 'Check - Give to your HR Contact', and 'One Time Credit Card Charged Now'. A fifth option, 'I do not wish to pledge at this time.', is also present. At the bottom, there are 'Next' and 'Cancel' buttons.

STEP 2: Enter Pledge Amount

Once you have entered your pledge amount, proceed to the next page by selecting 'Next'.

Employee Payroll Option

The screenshot shows the 'Enter Pledge Amount' step, which is highlighted in red in the progress bar. The progress bar includes 'Select Pledge Type', 'Enter Pledge Amount', 'Designations', 'Preferences', 'Verification', and 'Finished'. The form contains the following fields: 'Deduction Start Date' (Jan 01, 2017), 'Deduction Per Pay Period' (\$450.00), 'Pay Periods Per Year' (1), and 'Total Annual Pledge' (\$450.00). A red callout box points to the 'Pay Periods Per Year' dropdown menu, stating: 'You can choose to make 24, 12, or 1 deductions.' At the bottom, there are 'Next', 'Previous', and 'Cancel' buttons. A red callout box points to the 'Next' button, stating: 'Select the **Next** button & this will take you to the designations page.'

STEP 2: Enter Pledge Amount (continued)

Once you have entered your pledge amount, proceed to the next page by selecting 'Next'.

Please Note: Turn in your cash or check donations to your HR Contact listed on your pledge confirmation email.

Check/Cash Options

Select Pledge Type → **Enter Pledge Amount** → Designations → Preferences → Verification → Finished

Pledge Amount:

Check Date:

Check Number:

Check Date & Check Number will **NOT display** on the Cash Option

One-Time Credit/Debit Card Charged Now Option

Select Pledge Type → **Enter Pledge Amount** → Designations → Preferences → Verification → Finished

Pledge Amount:

Card Type: ☒ MasterCard ☐ Visa

Card Number:

Expiry Date:

Name On Card:

Payment Start Date: Jul 28, 2016

Payment Frequency: Today

Please type the name as it appears on your card.

Please Note: All transactions are processed as Credit.

STEP 2: Enter Pledge Amount (continued)

'I do not wish to pledge at this time' Option

Select Pledge Type → Enter Pledge Amount → Designations → Preferences → **Verification** → Finished

I do not wish to give at this time.


*Preferred Email Address:


Thank you for your consideration. If you would like an e-mail confirmation, please enter your e-mail.

Sorry, I do not wish to give this year' transaction type will be recorded as **No Gift** and counted as a response. Select Confirm and you will receive a confirmation e-Mail.

STEP 3: Designations

**Community Services Fund of Nebraska**

**LIVE UNITED United Way**

**COMMUNITY HEALTH CHARITIES™ NEBRASKA**

**Continue to
PAGE 9
for
detailed
instructions.**

STEP 3: Designations (continued)

Select Pledge Type

Enter Pledge Amount

Designations

Preferences

Verification

Finished

Please enter the amounts for the designations of your choice.

Total Pledge	\$10,800.00
Total Designated	\$0.00
Total Undesignated	\$10,800.00

Federations & Member Agencies
(In same order as shown in brochure)

682 [Cozad United Way, Inc.](#)

683 [United Way of the Fremont Area](#)

684 [United Way of York](#)

686 [Nebraska City United Way](#)

691 [United Way of the Midlands \(Omaha\)](#)

692 [United Way of Western Nebraska](#)

693 [Lexington Area United Way](#)

694 [Columbus Area United Way, Inc.](#)

695 [Heartland United Way \(Grand Island\)](#)

696 [United Way of South Central Nebraska \(Hastings\)](#)

697 [United Way of the Kearney Area](#)

698 [Mid-Plains United Way, Inc. \(North Platte\)](#)

699 [Norfolk Area United Way, Inc.](#)

701 [United Way of Lincoln and Lancaster County](#)

704 [Cornhusker United Way, Inc.](#)

705 [Gage County United Way](#)

707 [Community Health Charities of Nebraska \(Statewide\)](#)

708 [Community Services Fund of Nebraska \(Statewide\)](#)

709 [Wayne United Way](#)

Agency Search

[Click Here](#) to see the 2016 State of Nebraska Charitable Giving Brochure.

You can search by Agency Name, Agency Code, or click View All for a list of all Federation Member Agencies in alphabetical order.

Agency Name Search

Agency Code Search

Search

View All

Write-Ins

Give to an unlisted 501(c)(3) of your choice.

Write In

Option 1 - You can select your individual United Way from the list below.

Option 2 - Search by Agency Name
Just type part of the agency name & **select** the '**Search**' option (i.e. by typing in 'Amer', you will see a list of agencies that contain 'Amer' in the name).

Option 3 - Search by Agency Code Number
Enter the code provided by the 2016 Nebraska State Employee Charitable Giving Campaign Brochure

Option 4 - View ALL Agency Listings (In Alphabetical Order)
To view ALL of United Ways, Community Health Charities & Community Services Agencies

Option 5 - Don't See Your Agency On the Search List
If you do not find the agency your are searching for, **select** the 'Write In' button.

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STEP 3: Designations (continued)


Total Pledge	\$12,000.00
Total Designated	\$0.00
Total Undesignated	\$12,000.00


Agencies 1-50 of 51

Name	Designation Amount
United Way of Lincoln and Lancaster County	<input type="text"/>
American Red Cross - Capital Area & Eastern Nebraska	<input type="text"/>
The Arc of Lincoln	<input type="text"/>
Asian Community and Cultural Center	<input type="text"/>
Boy Scouts of America, Cornhusker Council	<input type="text"/>
Boys & Girls Clubs of Lincoln/Lancaster County	<input type="text"/>
CASA for Lancaster County	<input type="text"/>
Catholic Social Services	<input type="text"/>
CEDARS Youth Services	<input type="text"/>
The Center for People in Need	<input type="text"/>
Child Advocacy Center	<input type="text"/>
Child Guidance Center	<input type="text"/>
City Impact	<input type="text"/>
Community Action Partnership of	<input type="text"/>

This box shows you your total designated & undesignated amounts.

Type the amount you wish to designate to **EACH** agency in the 'Designation Amount' box.

After entering designation amounts in the individual boxes; **select**  **option** & this will take you to the next page of agencies to choose from.



Click **Write In**, if you are unable to find the agency you are searching for.

Click **Add** to save your designation(s).

Click **Cancel** to return to the previous page.

After entering all designation amounts you want; you will select the '**Add**' button.

(By selecting '**Add**', you will save your designation and return to the next page.)

(By selecting '**Cancel**', you will cancel your designation and return to the previous page.)

STEP 3: Designations (continued)

Write-In Designation

Please provide as much information as possible.

Total Pledge	\$12,000.00
Total Designated	\$40.00
Total Undesignated	\$11,960.00

Amount

Agency Name

Address

City

State

Zip/Postal Code

Country

Notes

Provide as much information;
as we want your designation to
go to the correct agency.

If you have the EIN Number for
the Agency please provide it in
the Notes option.

If you write in an agency, the **Amount** and **Agency** name are **required**.

When you are finished, select '**Add**' and this will return to the previous page where you will see write in name that you provided and dollar amount.

On the previous page, **select 'Add' to save your designations.**

STEP 4: Preferences

Select Pledge Type⇒Enter Pledge Amount⇒Designations⇒Preferences⇒Verification⇒Finished

Please check your information below.

Use Line 2 ONLY if your first and last name(s) exceed the space provided in Line 1.

Recognition Name:

Line 1:

Line 2:

Michelle Campbell

*Work e-Mail:

mcampbell@unitedwaylincoln.org

Items marked with an asterisk (*) are required

☒ Send me an e-mail confirmation of this pledge

☐ I wish to remain anonymous.

Next

Previous

Cancel

Recognition Name - VERIFY that it is correct
(If needs to be changed; go to your PROFILE TAB option.)

Select the box - if you want a **confirmation email** sent to you.

Select the box - if you want to remain **ANONYMOUS**.

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STEP 5: Verification

The following Verification' page will open. Verify that your total current pledge and designations have been keyed correctly. **If changes are needed:** Select the 'Previous' button if you want to make corrections and then move forward using the 'Next' buttons until you have reached the Confirmation page again. If the pledge is correct, select the '**Confirm**' button. **Please hit this button only once.** It may take several minutes to process the gift.

Please check your information below.

Select Pledge Type

⇒

Enter Pledge Amount

⇒

Designations

⇒

Preferences

⇒

Verification

⇒

Finished

Please review your pledge and confirm it below:

Pledge Type:	Payroll Deduction
Deduction Start Date:	Jan 01, 2017
Pay Periods Per Year:	24
Deduction Per Pay Period:	\$500.00
Total Current Pledge:	\$12,000.00

Designated to	Amount
St. Monica's Behavioral Health Services for Women	\$40.00
Emerging Leaders Council Promoters - \$500	\$500.00
Family Service Association of Lincoln	\$500.00
Boy Scouts of America, Cornhusker Council	\$700.00
Linc & Lanc UW Undesignated	\$700.00
Dream Fund	\$400.00
Total Designated	\$2,840.00
Total Undesignated	\$9,160.00

☒ Send me an e-mail confirmation of this pledge

The confirmation page may take a few moments to display. Please click Confirm only once. Thank you.

?

Confirm

By clicking the Confirm button, you are electronically signing your pledge card.

Previous

Go back and change pledge information.

Cancel

Exit e-Pledge (no pledge will be recorded).

A **confirmation e-mail** should arrive upon completion of your pledge.

STEP 7: Finish - **PRINT COPY FOR YOUR RECORDS!**

Select Pledge Type

Enter Pledge Amount

Designations

Preferences

Verification

Finished

For your records...

Reference Number:	22612-354128
Pledge Type:	Payroll Deduction
Deduction Start Date:	Jan 01, 2017
Pay Periods Per Year:	24
Deduction Per Pay Period:	\$500.00
Total Current Pledge:	\$12,000.00

Designated to	Amount
St. Monica's Behavioral Health Services for Women	\$40.00
Emerging Leaders Council Promoters - \$500	\$500.00
Family Service Association of Lincoln	\$500.00
Boy Scouts of America, Cornhusker Council	\$700.00
Linc & Lanc UW Undesignated	\$700.00
Dream Fund	\$400.00
Total Designated	\$2,840.00
Total Undesignated	\$9,160.00

☒ Send me an e-mail confirmation of this pledge

Thank you for your gift!

Logoff

Print

Select the **'Print'** button to print the detail for your records.

This copy can also be used for **2017** tax purposes.

Frequently Asked Questions

How do I give to the United Way Impact Fund?

On the “enter pledge amount” page, do NOT check the “designate” box OR select United Way Impact Fund from the agency options.

Which internet browser should I use to view the e-Pledge website?

It is highly recommended that you use Internet Explorer.

Why does it kick me out when I hit the back button?

Use the “previous” button at the bottom of each page, rather than the back button on the browser.

How do I designate to a specific federation/agency?

On the “enter pledge amount” page, check the “designate” box and then the “next” button. This will take you to the “designation” page. You can search for an agency by federation under “federations & member agencies.” If you are not sure which federation the agency belongs to, you can select the “agency search” button. This will allow you to search by agency name or agency code.

What if I can't find the agency I'm looking for?

If the agency you are searching for does not appear in the search, you can use the “**write in**” button.

Be sure to enter the amount you wish to designate, agency name, address, city, state, and zip code.

How do I make a change on my pledge?

Send an email explaining the changes you would like to make to mcampbell@unitedwaylincoln.org. Once the change has been made, you will receive an email verifying your change.

Can I give more than once?

Yes, just log back in and make an additional pledge. **You will receive a warning that you already pledged.** To add another pledge, select the “continue” button.

Where do I turn in my cash or check donation?

Send any cash or check donations to your campaign coordinator/HR Contact listed on your pledge confirmation email.

How do I obtain a tax receipt for my pledge?

Your pledge confirmation email can be used for your tax purposes.